

PUBLIC SECTOR GUIDANCE

RELEASE OF INFORMATION AND STATEMENTS OF PERSONAL OPINION

As a public sector employee, you are obliged to comply with the State Service Code of Conduct. This includes obligations to:

- maintain confidentiality of information acquired in your employment; and
- behave without adversely affecting the integrity and good reputation of the State Service.

Actions you take as a private citizen – particularly comments you make and personal views you express – may involve release of information acquired at work, or impact adversely upon the State Service. This has the potential to breach the Code of Conduct and, may therefore, amount to misconduct.

This guide assists you to self-assess before taking action so you can avoid unwittingly releasing information or expressing an opinion that might breach the Code of Conduct. It is your responsibility to make the right decision in each case, according to the context.

Before releasing information concerning your work, or expressing an opinion (e.g. by social media, email or letter to a newspaper, or speaking at a public forum), consider the steps in the attached flow chart, and remember that the State Service Code of Conduct requires that you:

- behave honestly and with integrity;
- exercise care and diligence;
- comply with the law, standing orders, policies and procedures;
- maintain appropriate confidentiality;
- avoid conflict of interest;
- use Government resources in a proper manner; and
- behave, at all times, in a way that will not affect the integrity and good reputation of the State Service.

Under the code you must NOT:

- knowingly provide false or misleading information; or
- misuse office or information gained in the course of your work.



